

Lakes Highway District Meeting Minutes

December 17, 2018

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The regular scheduled meeting of the Lakes Highway District Board of Commissioners was called to order by Chairman Twete at 5:30 p.m. on December 17, 2018, at the District Office, 11341 N. Ramsey Road, Hayden, Idaho 83835. Those in attendance were Commissioners Twete, Montgomery and Fountain, Director Shanley, Deputy Director Ted Baldwin and District Clerk Flagg and District Treasurer Howell. Mike Curry attended regarding Lone Mountain Estates 2nd Addition, Donna Montgomery, Chris Kraft, Doug Wall, Kathy Evans and Pat McTaggart observed.

Chairman Twete called the meeting to order and led the Pledge of Allegiance.

Chairman Twete asked if any Board member had a conflict of interest with any item on the agenda. Commissioners Twete, Montgomery and Fountain indicated no conflicts of interest.

Chairman Twete stated that the public hearing for the Bunco Road Utility Hearing was inadvertently left off of the agenda. Director Shanley stated he confirmed with legal counsel as it was not on tonight's agenda, we would have to re-agendize it however, we would not have to re-advertise. Therefore, the agenda stands as is. As there were members in the audience regarding the hearing, discussion followed. Director Shanley suggested that we hold a special meeting to accommodate the audience members and would notify them of the date.

Commissioner Montgomery moved to approve the December 17, 2018 agenda as presented. Commissioner Fountain seconded the motion which carried unanimously.

Commissioner Montgomery moved to approve the December 3, 2018 meeting minutes as presented with Commissioner Fountain seconding the motion which carried unanimously.

Commissioner Montgomery moved to approve the December 6, 2018 special meeting minutes as presented. Director Shanley stated he had a point of clarification he would like the Board to consider. He would like to note that at the meeting the District was notified on July 13th that the School District wanted an approach and was reported to you that it was July 15th. Also, the Board didn't consider the school's memorandum dated July 13th until the August 6th meeting and at that meeting you considered staff's comments. The School District then made a formal presentation at the August 27th meeting. So, this is a point of clarification regarding the presentations made at our special meeting. Director Shanley asked the Board to note in the December 6th meeting minutes to refer potential readers of the minutes to the minutes dated today that there is a clarification so there is a cross reference to this clarification being made at the Board meeting. Director Shanley stated there is a path forward to make it clear there is a clarification made to the dates being presented relating to the timing of the Highway District's involvement in the process of the Prairie Avenue school. Commissioner Fountain stated that the December 6th, 2018 minutes would have an asterisk stating to refer to tonight's minutes. At this time Commissioner Montgomery moved to approve the December 6, 2018 special minutes as presented with the clarification of the times and dates. Commissioner Fountain seconded the motion which carried unanimously.

After reviewing the Payments Journal and Financial Worksheet Commissioner Fountain moved to approve the payments journal with bills paid by check numbers 35494 through 35550 in the amount of \$117,793.49 and the direct deposit dated December 5, 2018 in the amount of \$35,577.47 for a total of \$153,370.96 with Commissioner Montgomery seconding the motion

which carried unanimously.

Chairman Twete asked if there was any public comment related to an item that was not on the agenda.

Item 9a is the 2018 Road and Street Report. Director Shanley presented the 2018 Road and Street Financial Report to the Board for review. After deliberations, Commissioner Fountain moved to approve the 2018 Road and Street Report as presented and authorized the Board to sign the report. Commissioner Montgomery seconded the motion which carried unanimously.

Item 9b is the Sweeper Truck Bid Award Consideration. Director Shanley presented the bid tab to the Board for the new sweeper truck and made his recommendation for consideration of awarding the bid. After deliberations, Commissioner Fountain moved to award the bid for the 2018 sweeper truck to SWS Equipment in the amount of \$286,732. 00 with Commissioner Montgomery seconding the motion which carried unanimously.

Item 9c was the Call for Bids for an Equipment Trailer. Director Shanley presented a quote from Felling Trailers for the purchase of a Deck Over Air Tilt Trailer. After review and deliberations, Commissioner Montgomery moved to purchase the new low bed trailer from Felling for \$34,830.24 and authorized the Chairman or Vice Chairman to sign the agreement. Commissioner Fountain seconded the motion which carried unanimously.

Item 9d was the plat review for Golden Estates. This is a two (2) lot minor subdivision located at the intersection of Williams Road and Jensen Lane. Director Shanley presented his review to the Board and after deliberations, Commissioner Montgomery moved to authorize District staff to submit a letter of comment to the County outlining item numbers 1-5 of Director Shanley's review. The motion also included authorization for the Chairman or Vice Chairman to sign the Mylars when presented. Commissioner Fountain seconded the motion which carried unanimously.

Item 9e was Lone Mountain Estates 2nd Addition final plat approval. Director Shanley addressed the Board regarding the developer's request for final plat approval on Lone Mountain Estates 2nd Addition. After deliberations, Commissioner Montgomery moved to authorize District staff to sign the Mylars for Lone Mountain Estates 2nd Addition with the provision that for the portion of the road not completed a bond will be submitted to the District for completion of the roadway. Commissioner Montgomery clarified the Chairman or Vice Chairman were authorized to sign the Mylars with Commissioner Fountain seconding the motion which carried unanimously.

Item 9f was Resolution 2018-08 accepting Massif Road and Spire Road in Lone Mountain Estates 1st Addition. Director Shanley presented Resolution 2018-08 to the Board for consideration. After deliberations, Commissioner Montgomery moved to adopt Resolution 2018-08 accepting Massif Road and Spire Road located in Lone Mountain Estates 1st Addition into the District's maintenance jurisdiction and authorized the Board to sign the resolution. Commissioner Fountain seconded the motion which carried unanimously.

Item 9g was Resolution 2018-10 accepting Winsome Drive in Brunner Estates. Director Shanley presented Resolution 2018-10 to the Board for consideration. After deliberations, Commissioner Fountain moved to adopt Resolution 2018-10 accepting Winsome Drive located

in Brunner Estates into the District's maintenance jurisdiction and authorized the Board to sign the resolution. Commissioner Montgomery seconded the motion which carried unanimously.

Item 9h was the Local Federal-Aid Incentive Program Bridge 2019 Application for the UPRR Bridge on Old Hwy 95. Director Shanley presented the 2019 Local Federal-Aid Incentive Program Bridge FY2019 Application for the Boards review. Director Shanley explained he would like to apply for this grant for the Old Hwy 95 UPRR bridge and that the District would need to consider the match funds plus any additional funding necessary to complete the project that is not provided by this grant. He stated the District would continue to seek further grant monies to augment the project. After deliberations, Commissioner Fountain moved to adopt and sign Resolution 2018-07, authorize District staff to submit the 2019 Federal Aid Bridge Grant Application for the Old Hwy 95 UPRR Bridge Replacement Project and authorize the Chairman or Vice Chairman to sign the application and have staff put in for the 4.9-million-dollar grant. Director Shanley asked for clarification as the resolution would need to be adopted and reflect the full 4.9-million-dollar with the match amount being \$360,000.00. District Clerk Flagg clarified the resolution is 2018-09 which Commissioner Fountain approved and Commissioner Montgomery seconded the motion which carried unanimously.

9i was the Welch Comer PSA for the 2019 Construction Projects. Director Shanley presented the Professional Services Agreement from Welch Comer to the Board for review and explained the scope of the agreement. After deliberations, Commissioner Fountain moved to accept Welch Comer's PSA for the 2019-2020 projects not to exceed \$14,500.00 and authorized the Chairman or Vice Chairman to sign the agreement. Commissioner Montgomery seconded the motion which carried unanimously.

Item 9j was the Termination of the Roadside Weed Spray Program. Director Shanley discussed with the Board the termination of the roadside weed spray program by Kootenai County. Director Shanley explained that in the past, the District purchased the chemical for spraying and the County contracted to have it applied. However, the County is no longer going to contract out the labor and gave the District a one-time check in the amount of \$5,742.00 to help with future spraying. As this was a discussion item only, no motion was made.

Item 9k was the Local Road Mileage Report. Director Shanley presented changes to the District's roads that took place in 2018 to the Board for review indicating that the District increased it's mileage by 2.127 miles due to new roads being accepted into the District. Director Shanley also stated that the District applied a BST treatment to approximately 2.898 miles of gravel roads which reduces our gravel road mileage to just under ten (10) miles. After deliberations, Commissioner Montgomery moved to approve the 2018 Local Road Mileage Report and authorized the Chairman or Vice Chairman to sign the report. Commissioner Fountain seconded the motion which carried unanimously.

Item 9l was the 2019 Board Meeting Dates. Director Shanley presented the proposed 2019 board meeting dates to the Board for review. After deliberations, Commissioner Montgomery moved to accept the calendar presented with the January 7th meeting being deleted, the August 19th meeting changed to August 26th and the first meeting in September to be eliminated with all other dates to stand as presented and authorized Clerk Flagg to advertise the approved dates in the Coeur d'Alene Press to comply with state statutes. Commissioner Fountain seconded the motion which carried unanimously.

Item 10a was the 2018 End of Year Report. Director Shanley stated major contract road work in 2018 on Atlas, Scarcello, Chilco and St. James was completed at a cost of approximately \$2,282,000. Work was performed by Interstate Concrete and Asphalt and completed approximately \$55,000 under the bid price. Work included approximately 30,000 tons of asphalt on approximately ten (10) miles of road. Additionally, work on Government Way is nearly complete with final punch list items remaining for the spring of 2019. Government Way is now open to traffic with four lanes between Hanley and Prairie.

2018 road work also included 25 miles of chip sealing and 2.9 miles of double shot bituminous surface treatments (BST) to gravel roads. The Districts work this year reduced our gravel road miles to 9.307-miles, down from 33-miles in 2011 and 40-miles in 2006.

Based on current pavement assessments and 2018 completed road work, the District's Average Network Pavement Condition remains in the Very Good Condition, with over 90% of the roads considered in the Very Good Condition.

Other significant improvements for safety include the Ramsey/Union Pacific RR X-ing and Ramsey/BNSF Grade Separation Project. This in addition to guardrail improvements around the East Hayden Lake Road and systemic intersection improvements throughout the District, installing flashing stop sign beacons. Crossing Improvements at Ramsey UPRR are now operational, and the District has started design for the Ramsey/BNSF Grade Separation Project. Safety Improvements on the East Hayden Lake Road and systemic intersection improvements are anticipated for 2019.

District staff is in the final design stages for our 2019 scheduled road projects. 2019 projects include approximately \$2.5 million in contract work and \$0.5 million in chip sealing. The District with its own forces will also be providing Bituminous Surface Treatments to McCoy and Sage Creek Roads, as well as chip sealing approximately 25-miles.

For the winter snow season, the District began preparing winter equipment in early October, starting with winterizing specialty equipment, installing de-icer systems, sanders and snow wings. The District was operationally ready for winter maintenance activities prior to the end of October and began minor de-icing work and snow plowing in late November. Our current snow fighting equipment and routes for this season consists of 10-plow trucks on 8-routes, 6-medium duty de-icer truck plows on 4-routes and 3-graders on 2-routes. Each of our 10-plow trucks are equipped with wings and we have 8-sanders. Additionally, we are in the process of hiring additional employees to assist in District Operations.

On the Administrative side of the Districts work, we are continuing to experience a significant increase in permitting, subdivision platting and engineering reviews. This in addition to construction oversight of new subdivision roads and the associated building permits from new home construction. The District is also experiencing an increase in zone change requests, special notice permits, conditional use permits, variances, encroachments, commercial approaches, City annexation requests for comment and subdivision reviews (i.e. Cda School on Prairie Ave, multiple storage facilities, major subdivisions on Brunner, Ramsey, Chilco, Diagonal, Rimrock and several minor subdivisions throughout the District).

In development this year which was like 2017, the District is working with developers on twelve (12) major subdivisions and over 20 minor subdivisions. In comparison to the subdivisions in

2018, in 2012 the District provided review, comment and oversight of 4 major and 9 minor subdivisions. Not including utility or encroachment permits, District Staff has received more than 491 approach/ building permit applications, up from 370 last year and a 307% increase since we began tracking the number of approaches permits submitted annually in 2013. In 2013 we received 160 permits. Permits are generally handled by the Office Staff at least twice (once at application and once at signoff) while the Director or Deputy Director deal with a single permit two (2) to three (3) times (application/initial inspection, progress inspection and final inspection).

In recognition for the increase in the workload, staffing levels to accomplish that work have remained constant or have even decreased with a significant reduction in outside consulting services. Contributing factors in our ability to do more with less, are well qualified personnel and efficiencies in managing the Districts work.


At this time Chairman Twete asked for a motion to move into executive session

Commissioner Montgomery moved to enter into executive session at 6:35 p.m. under Idaho Code§74-206 (1) (a) to consider hiring public employees. Commissioner Fountain seconded the motion. Clerk Flagg called the roll with the Commissioners voting as follows: Commissioner Twete aye, Commissioner Montgomery aye and Commissioner Fountain aye. Motion carried unanimously.

Upon reconvening to regular session at 7:01 p.m., Commissioner Montgomery moved to hire three (3) new employees and authorize staff to do this as discussed in executive session. Commissioner Fountain seconded the motion.

There being no further business, Commissioner Fountain moved to adjourn at 7:02 p.m. with Commissioner Montgomery seconding the motion which carried unanimously.

Respectfully Submitted:



Bonny A. Flagg
District Clerk, Board Secretary

Approved:



Rodney A. Twete
Chairman